



## **Division Guideline #32**

**Date:** Created March 4, 2013  
Revised June 24, 2014

**Title:** MO HealthNet Applications for Youth Approaching 18<sup>th</sup> Birthday

**Application:** Regional Offices and TCM Providers

Many young people with developmental disabilities are eligible for MoHealthNet on their 18<sup>th</sup> birthdays. To make the eligibility process easier and seamless the Division of DD and Family Support Division (FSD) have developed a protocol to enable the MO HealthNet application to be submitted up to 90 days prior to the 18<sup>th</sup> birthday. It will be important for the participant to know that if they are requesting coverage for any time prior to the youth turning 18, the parents' income/resources may be needed. This is available to youth who are not already MO HealthNet eligible under any category, including spend down.

The following are the steps for applying for MO HealthNet when a youth turns 18:

At least 120 days prior to the youth's 18<sup>th</sup> birthday, Support Coordinators should contact the parents or guardian to discuss making application for MO HealthNet and offer to assist in gathering the documentation required for MO HealthNet application. The decision whether to apply for MO HealthNet should be made by the youth and his or her parent/guardian.

- Should the youth and parents/guardian decide to apply to for MO HealthNet the following information will be required for FSD to make an eligibility determination:
  - The IM-1MA (Medicaid Application);
  - FSD required forms are located at the link below:
    - <http://dss.mo.gov/fsd/formsmanual/volume2/>
  - Copy of the youth's birth certificate;
  - Copy of the youth's Social Security Card;
  - Information about private insurance, if applicable.
  - Copy of the youth's life insurance policy or information on coverage from a handbook or website, if applicable;
  - Copy of any trusts, if applicable to the youth; and

- Copies of any medical reports, evaluations, etc. that will give the Medical Review Team (MRT) Physician a clear understanding of the youth's physical and mental conditions.
  - The IM-60A (Medical Report Including Physician's Certification/Disability); not necessary if receiving SSI/SSD;
  - The IM-61 (Social Information Summary); not necessary if receiving SSI/SSD;
  - The IM-61B (Disability Questionnaire); not necessary if receiving SSI/SSD;
- DMH staff are requested to use the Department of Mental Health coversheet outlined in IM Memo #89 (2013). As this is not an Early Release application, DMH staff need only complete the top portion of the form with the name/date of birth/DCN. The unique format of the coversheet allows for it to reach the appropriate staff within the appropriate Family Support Division office for prompt determination. Link to Cover Sheet: [http://dss.mo.gov/fsd/iman/memos/memos\\_13/im89\\_13att.pdf](http://dss.mo.gov/fsd/iman/memos/memos_13/im89_13att.pdf)
  - FSD has designated Greene County FSD office to process all applications for youth with disabilities who will be applying for MO HealthNet benefits before the age of 18. FSD will process the application and if the youth qualifies MO HealthNet eligibility will begin on the youth's 18<sup>th</sup> birthday.

### **Missouri Children with Developmental Disabilities (MOCDD) Waiver**

- Prior to a youth in the MOCDD waiver turning 18 and transitioning to the adult MO HealthNet for the Aged Blind and Disabled (MHABD), the FSD application process has been simplified. A new application is not generally necessary to apply for MHABD. In most MOCDD instances, FSD should be able to conduct their review of resource and income verifications for the young adult that are in the file, unless information is inconsistent or outdated:
  - Insufficient resource or household information in the former record; therefore, FSD will contact the family to request the annual review be completed, either in paper format or via telephone;
  - FSD may also contact family because there is a need for a new MRT determination; but that should not result in any delays.
- Greene County FSD office will complete the budget adjustment and redetermination for adult MO HealthNet MHABD. If the youth is determined to be eligible for adult MHABD, the FSD case will be transferred to the respective county the youth resides at that point in time.
- A Social Security Income (SSI) application is required for continued eligibility. Even if an application was previously rejected, the individual will need to apply again, as the parental income and resources would have been considered before and may have been part of the rejection consideration.

The completed application and all documentation should be mailed to:

(If you are using the FSD cover sheet when submitting the application, the cover sheet needs to be on top or the first sheet being faxed to FSD)

Greene County Family Support Division  
 101 Park Central Square  
 Springfield, MO 65806  
 Phone: (417) 895-6000  
 Fax: (417) 895-6080/6098

As a reminder, other things for youth approaching his or her 18<sup>th</sup> birthday to consider are:

- Supplemental Security Income (SSI) makes cash assistance payments to aged, blind, and disabled persons (including children) who have limited income and resources. Before applying, it is important to understand earned income and employment may affect SSI, Social Security Disability Insurance (SSDI) or other government benefits. Information about social security benefits and other resources for youth transitioning to adulthood are posted at this link:
- <http://dese.mo.gov/special-education/effective-practices/transition>
- If a parent is interested in obtaining guardianship, it would be helpful if they started that process prior to their child turning 18.
- Decision-making and Money-Management Supports: It is important to understand your guardianship options and alternatives to help make informed decisions and find the least restrictive way or ways to provide individual care, support and protection. More information and tools are posted at this link: [http://moddrc.org/fast\\_fact.php?disID=184](http://moddrc.org/fast_fact.php?disID=184)

*This guideline will be reviewed and updated, if needed, within one year of issuance.*